



Job Aid – Interim Guidance – Utility Agreement Change Order and Second Move Compensation

REVISIONS HIGHLIGHTED IN RED
2/21/2019

Utility Agreement Change Order (UACO)

It sometimes becomes necessary for a utility company to revise its relocation plan. This may be due to increased costs, to accommodate changes in the highway plan, or to accommodate changes made by other utility companies. When a UACO is required it should be discussed with the Region Utility Representative (RUR) to ensure they agree with the proposed revision. It may also be necessary to receive approval for the new utility location from the Region Utility Permit Coordinator (RUPC).

A change order is required:

- if the increase in cost exceeds 25% of the current agreement amount, or the value of the increase exceeds \$100,000
 - if any significant change in the extent or scope of the work under the current agreement
 - if it has been determined that the cost is eligible for Second Move Compensation (SMC)
 - if seeking compensation when no previous agreements exists
 - if seeking compensation when utility previously waived compensation
 - ~~• if the costs associated with a 3-party agreement decrease. See WisDOT Guide Ch. 11.21.1~~
- If a decrease of \$300,000 or more, contact the region programming unit.

Second Move Compensation (SMC)

As mentioned in the WisDOT Guide to Utility Coordination (Ch 11.2 Wisconsin Reimbursement Policy), WisDOT is required by law to pay for second moves necessitated by changes to the plan. The documentation required for a second move is similar to documentation for a utility agreement. The major difference is the second move will typically occur during construction and the timing of the approval process is more critical.

Law reference:

Wis. Stat. s. 84.063(4)(a) and ch. Trans 220.06(1) Wis. Adm. Code require WisDOT to bear the cost of "second moves."

Determining Second Move Compensation Eligibility

There are many factors that are considered when the region determines if a utility is eligible for SMC.

The SMC documentation (UACO) should be reviewed and approved by the region utility unit prior to authorizing the utility to relocate facilities in conflict. If the utility unit was not notified of an SMC during construction, the utility unit can process the UACO and payment at the time the invoice is submitted.

Situations may arise that are not necessarily covered in the flow chart or elsewhere. When this occurs, the regions may contact the Statewide Utility Engineer (SWUE) or Statewide Utility Project Coordinator (SWUC) with the Bureau of Technical Services, Utilities and Access Unit for their assistance.

The SMC Eligibility Flowchart has been created to assist the region in determining if an SMC is applicable.

Questions regarding this Job Aid can be directed to: connie.bruns@dot.wi.gov